

Human Resources: Staffing

Merit Placement Plan (Non-Bargaining Unit Positions)

Summary of Change

This publication supersedes SPMM 1-2 dated 1 April 1992.

Human Resources

Merit Placement Plan (Non-Bargaining Unit Positions)

For the Adjutant General

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History: This regulation establishes the Merit Placement Plan for both excepted and competitive service technician positions in the Massachusetts National Guard that are not covered by negotiated agreements.

Summary of Changes: This publication replaces SPMM 1-2, Technician Merit Placement Plan, dated 1 April 1992. It provides updated policies and procedures on the advertisement and selection of non-bargaining unit and key-staff positions.

Applicability. The provisions of this plan are applicable to both Army and Air National Guard management, supervisory, and certain designated

non-supervisory and clerical positions which are excluded from the bargaining unit (See 5 U.S.C. 7112). Merit Placement for bargaining unit positions is currently governed by the provisions of each negotiated agreement.

Proponent and Exception Authority: The proponent of this publication is the Directorate of Human Resources.

Supplementation. Supplements to this publication are not authorized without the expressed written consent of the proponent.

Suggested improvements.

Changes are not authorized without prior review and approval of the Director of Human Resources.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Director, Human Resources, HQ STARC MAARNG, 50 Maple Street, Milford, MA 01757-3604.

Distribution. A, (plus ANG)
Managers/Supervisors

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CHAPTER 1

INTRODUCTION

1-1 PURPOSE:

a. This plan provides policy and instruction for the administration of the Massachusetts National Guard Technician Merit Promotion and Placement Program for non-bargaining unit and key-staff positions. It covers employment and promotion in the excepted and competitive service for positions excluded from the bargaining unit.

b. It is intended to insure that positions are filled from among the best-qualified personnel, and that selections are based on merit principles using systematic and equitable procedures.

c. Employees serving in temporary indefinite, or term appointments are excluded from the promotional provision of this plan, and will only be considered for positions for which other non-technicians are eligible. This Merit Promotion Plan applies when filling vacancies of non-bargaining unit positions by promotion, making assignments to positions with known promotion potential, by transfer from other Federal agencies, or by new appointments.

d. Promotions under certain circumstances may be excluded from the competitive procedure. Authorized exclusion from competitive promotion procedures is covered in Chapter 6 and 9.

e. Procedures for competitive promotion actions, other placement actions, and selection for trainee positions, which may lead to further promotion, are covered in Chapter 3.

f. The staffing of positions under this and other directives is subject to Department of Defense, and National Guard Bureau programs designed to place employees affected by reduction –in –force (RIF) or reclassification.

1-2. REFERENCES:

a. Change 10, NGB TPR 300, dated 1 July 1991.

b. 5 U.S.C. 7112

1-3. EXPLANATION OF ABBREVIATIONS

AND TERMS: Abbreviations and terms used in this publication are explained in the Glossary.

1-4 RESPONSIBILITIES: See Chapter 2.

CHAPTER 2

RESPONSIBILITIES

2-1 DIRECTOR, HUMAN RESOURCES

(HRO). The HRO representing the Adjutant General, and through HRO staff will:

a. Administer the promotion program in accordance with the policies and procedures outlined in this pamphlet and applicable Federal Personnel Manuals (FPM), NGB Regulations and other governing directives and policy.

b. Monitor the personnel management practices of Selecting Officials and if necessary initiate appropriate action to insure compliance by all responsible personnel.

c. Review positions to be filled to determine the most appropriate staffing methods.

d. Identify qualified candidates through vacancy announcements or other authorized methods.

e. Insure that applicants are properly screened and certified for consideration.

f. Insure proper processing of promotion certificates, records, and employee complaints.

g. Maintain a complete promotion file for each position filled under the provision of this plan. As a minimum the file must include sufficient documentation to permit reconstruction of the selection action. The HRO will maintain such records for a minimum of 2 years unless a grievance is pending.

2-2 SUPERVISORS AND MANAGERS.

Supervisors and managers will:

a. Participate in the development/revision of the Merit Promotion Plan for non-bargaining unit and key-staff positions.

b. Know and comply with the provision of this plan and inform employees of the plan's provisions.

c. Objectively and fairly complete written performance appraisals on employees.

d. Avoid any practice of pre-selection or selection based on personnel favoritism.

e. Interview and select candidates according to Chapter 5. Selections must be based on merit and qualifications.

f. Develop and train employees in their present positions and encourage self-development in preparation for advancement to higher grades.

g. Record details in accordance with applicable regulations and negotiated labor agreements.

h. Advise the HRO of employee's interest in promotion consideration.

i. Ensure that Requests for Personnel Actions are submitted for all staffing actions.

j. Assist the HRO by insuring that KSA's are appropriate for local work situations.

2-3 EMPLOYEES. An employee who wishes to apply for a position will:

a. Apply for consideration in response to merit promotion vacancy announcements.

b. Prepare for promotion consideration by participating in self-development activities both military and civilian.

CHAPTER 3

COMPETITIVE PROCEDURES

3-1 APPLICATION. The competitive procedures of this plan will be used, as applicable, in filling positions either by promotion or by other action that may lead to promotion.

a. **Promotion to higher-grade positions than a candidate's last position.** A candidate's last position is the candidate's current non-temporary position. Competition is

also required if the position is one of known promotion potential.

b. **Assignments to positions with known promotion potential.** This includes an employee's change to a lower grade where the potential grade is higher than his current grade. Promotion potential is normally found in upward mobility, apprentice, trainee, and understudy positions, and positions restructured to one or more grades below the target grade level.

3-2 REQUESTING VACANCY

ANNOUNCEMENTS. The following procedures will be followed when requesting publication of a non-bargaining unit vacancy announcement:

a. All requests to fill positions must be submitted to the HRO utilizing Standard Form 52, Request for Personnel Action (SF 52). The SMC AO, SAO, USPFO, DOL, or Chief of Staff must approve all requests, as appropriate for ARNG. For Air National Guard announcements, the Air Commander/Detachment Commander will approve all requests.

b. All requests to advertise National Guard job bulletins will be submitted to HRO-Staffing using an SF 52 with Part F completed.

c. Part F of all SF 52s, (Remarks for SF 50) will include:

(1) Appropriate selective placement factors (see chapter 3-5).

(2) Information as to whether the position is new or in lieu of previous incumbent.

(3) If the position could be filled by a trainee.

(4) Compatible MOS/AFSC.

(5) Minimum and maximum military grade.

(6) Unit Manning Document (UMD) position number and Functional Account Code (FAC).

(7) All other information pertinent to the filling of the position.

3-3 VACANCY ANNOUNCEMENTS

a. Vacancy announcements for non-bargaining unit positions are published in the form of Technician Employment Bulletins (TEB's). The HRO distributes TEB's throughout the area of consideration via electronic mail and the Internet. TEB's are distributed via electronic mail to Special Staff/Directors and Unit distribution lists. Units will post all TEB's in a conspicuous place for the duration of the announcement. TEB's are located at the following websites:

RCAS users:

<http://massweb/guard/Postings/Technician.htm>

World Wide Web:

<http://www.state.ma.us/guard/Postings/Technician.htm>

b. TEB's will remain open a minimum of 15 calendar days from the date of publication. Announcements will contain the following information:

- (1) Position, title, series, and grade.
- (2) Type of appointment Competitive or Excepted Temporary or Permanent.
- (3) Announcement number, opening and closing dates, and how to apply.
- (4) Area of consideration.
- (5) Organization and location for the position.
- (6) A brief summary of the duties of the position and minimum qualification requirements.
- (7) Information on known promotion potential (if applicable).
- (8) Salary.
- (9) Equal employment opportunity statement.
- (10) Appointment factors.
- (11) Number of positions to be filled.

3-4 AREAS OF CONSIDERATION:

a. The minimum qualification standards for positions that require military membership are those indicated on the Technician Employment Bulletin (TEB).

b. General experience requirements are developed by National Guard Bureau. They describe the minimum level of essential work experience or knowledge, skills and abilities (KSAs) needed.

c. Specialized experience requirements are developed at the State level based on the specific local requirements of the position. The amount of specialized experience is directed to HRO based on Pay Schedules, Grade Levels and Occupational Series.

d. The Office of Personnel Management (OPM) Operating Manual, Qualification Standards for General Schedule Positions will be used for competitive service positions.

e. Selective placement factors may be used as a screening factor when they will:

(1) Contribute to successful performance in the position;

or

(2) Narrow a large number of applications. In establishing qualification requirements for large blocks of very similar jobs in the same unit or activity, the use of selective placement factors shall be as consistent as possible.

3-5 SELECTIVE PLACEMENT FACTORS

a. The following are example of appropriate selective placement factors:

(1) Knowledge skill, abilities or other personal characteristics absolutely essential for satisfactory performance on the job, such as those that require formal training.

(2) Proven ability in a functional area; i.e.; ability to meet and deal with people or an ability to write.

(3) Geographic mobility.

(4) Military assignment.

b. The following are examples of inappropriate selective placement factors:

(1) Additional general or specialized experience not related to the position for which considered.

(2) Quality of experience inappropriate to the grade and type of position to be filled.

(3) Additional formal educational requirements.

(4) Requirements designed solely to eliminate the need for a brief period of training and adjustments.

(5) A requirement that unduly restricts the number of eligible candidates or that is intended to favor a particular candidate.

3-6 APPLICATION PROCEDURES

a. Individuals interested in applying for a non-bargaining unit position must submit an Optional Form (OF) 612 (Appendix A) or resume. A Standard Form (SF) 171 is acceptable, but a resume or OF 612 is the preferred format. The resume/application establishes the basis for qualification determination. In addition to the resume/application, individuals must submit the following:

(1) HRO Form 1-1 (Appendix B)

(2) HRO Form 1-2, Massachusetts National Guard Supplemental Questionnaire for Technician Vacancy (Appendix C)

(3) SF 181, Race and National Origin Identification (optional) (Appendix D).

b. Failure to provide the required information will result in an ineligible rating.

c. An individual may elect to have someone file an application on his or her behalf if the individual will be absent during the announcement period.

d. Candidates must provide all information required by the Technician Employment Bulletin.

e. The following are acceptable methods of submitting applications:

(1) Mail (use of franked envelopes or government paid postage is prohibited).

(2) Hand delivered to the HRO or HRO Remote Designee (ANG).

(3) Electronic mail to:

staffing@ma.ngb.army.mil

f. Regardless of the means of submission all applications must contain all required forms and information, and must be received by the closing date/time listed on the Technician Employment Bulletin.

CHAPTER 4

PROCESSING APPLICATIONS

4-1 STAFFING RESPONSIBILITIES

The HRO-Staffing section has the primary responsibility to publish Technician Employment Bulletins for non-bargaining unit positions (with the exception of some Air National Guard positions as mentioned in chapter 3). HRO Staffing receives and logs all applications and certifies applicants as eligible or ineligible. Additionally, the HRO Staffing section prepares all board packets, processes board results, notifies applicants of board results and schedules and conducts in-processing of newly hired technicians.

4-2 CERTIFYING ELIGIBLE CANDIDATES

a. HRO-Staffing will prepare an HRO Form 1-12, Referral and Selection Certificate (Appendix E) for all staffing actions. A Referral and Selection Certificate is used only for the position that was announced in the vacancy. HRO-Staffing will list all eligible candidates on the Referral and Selection Certificate in alphabetical order by last name. The Referral and Selection Certificate, with all applications attached, will then be forwarded to the Selecting Official.

b. The following actions may occur after the HRO forwards the Referral and Selection Certificate to the Selecting Official:

(1) The Selecting Official conducts interviews IAW chapter 5 of this pamphlet and forwards the completed certificate with justification supporting the recommendation to the Approving Official. Supervisors must not discuss or show the certificate to unauthorized people. Any questions or request involving the above should be directed to the HRO, ATTN: Staffing.

(2) The Selecting Official may or may not make a selection from the list of properly referred candidates. When non-selection occurs, the Selecting Official must fully document the reasons for non-selection.

c. A Referral and Promotion certificate may be withdrawn before completion action when it is necessary to implement higher headquarters directives, or when necessary to insure full compliance with the policies and procedure outlined herein.

d. The Referral and Selection Certificate along with other pertinent material will be maintained in the HRO for a period of 2 years, unless a grievance is pending.

CHAPTER 5

SELECTION AND INTERVIEW PROCEDURES

5-1 PANEL COMPOSITION:

a. HRO-Staffing will contact the Selecting Official in order to coordinate the appointment of a selection panel to assist in interviewing candidates. All panels will consist of three members who are supervisors or managers.

b. If a minority/female candidate is being considered for the position then a minority/female will be a voting panel member.

c. HRO Staffing will complete the panel letter to include listing the name and rank of each panel member. The panel must interview each certified available candidate except those who:

(1) Are under the direct supervision of the electing supervisor and is the only certified eligible candidate.

(2) Are unavailable for interview for a period in excess of 7 days after the Selecting

Official made the initial contact. The certificate must be annotated to show what attempts were made to contact the individual

(3) Are unavailable to arrange for an interview within a reasonable period of time. The certificate must be annotated to show what attempts were made to contact the individual.

(4) Have declined an interview on the HRO Form 1-1.

d. The Selecting Official may make arrangements for telephone interviews with candidates if necessary. The telephone interview should be conducted in the presence of the other panel members.

5-2 PANEL INTERVIEWS: Regulations require documentation of all rating and selection procedures. Ratings will be based on careful analysis of job duties, and must clearly be related to the ability to perform the work required of the position. These requirements apply to the interview, a final step in the selection process. A main function of the selection interview is assessment of applicants for those qualities that contribute to job success. When particular jobs demand specific personal characteristics, the possession of those characteristics is prerequisite to eligibility. Some essential personal attributes and characteristics, however, are not ratable from application forms; possession of them must be determined during the selection process by means of a standard interview conducted by the Selecting Official. Employment interviews, on the other hand, generally bear no relationship to basic eligibility and are not essential to appointment. They are nevertheless recognized as a useful tool in determining relative merit and fitness of eligible candidates that are being considered for placement in a specific job. The interview is beneficial for reasons such as; the mutual exchange of information about the job or work environment; the organization, its mission, programs and achievements, availability of the candidate; expected reporting date and to expand on information about the individual's abilities, experience, education and interest that were described in the application; in order to make the interview the valuable tool it is intended to be for identifying the best of candidates with basically equal qualifications or for measuring personal characteristics that cannot be effectively evaluated through any

other means. The following steps should be taken to improve the interview process:

- a. Develop interview objectives.
- b. Conduct a systematic analysis of the job to be filled to identify the essential job elements to be measured in the interview.
- c. Develop a standard set of questions for use with each of the candidates, which will measure the essential job elements identified from the job. Questions must relate to bona fide occupational qualifications, avoid questions relating to race, religion, color, national origin, sex, age, politics, marital status, occupation of spouse, women's lib, arrest and conviction records, or other non-merit factors and matters not related to the job.

5-3 SELECTION Any candidate certified on the Referral and Selection Certificate by the HRO for promotion consideration may be selected. The Selecting Official and panel will consider Affirmative Action Goals when making selections. Once the Selecting Official and panel have made their selection, the Selecting Official will:

- a. Indicate under the Decision block, (HRO Form 1-12), their selection with justification.
- b. Sign and date the Selecting Official block on the front of the HRO Form 1-12.
- c. Forward the selection certificate and all allied documents directly to the Approving Official.
- d. If no candidate is found Best Qualified, the Selecting Official will return the certificate, through the Approving Official, to the HRO with full justification as to why a selection could not be made.

5-4 ACTIONS BY THE APPROVING OFFICIAL

- a. Review the selection and the allied documents and indicate concurrence by signing and dating the appropriate block on the front of the HRO Form 1-12. If they do not concur with the Selecting Official, then all documents will be returned to the Selecting Official along with a memorandum stating their reason(s) for disagreement. If there cannot be any

agreement between the Selecting and Approving Official, then the completed report will be forwarded to the HRO and the position will then be re-advertised.

- b. The Approving Official will consider Affirmative Action Goals for their area of responsibility when indicating their concurrence or non-concurrence.

- c. Forward the selection certificate and all allied documents to the HRO Personnel Staffing Specialist prior to the suspense date on the HRO Form 1-12.

5-5 ACTIONS BY THE APPOINTING AUTHORITY

- a. The Adjutant General, the Command Administrative Officer (Army) GS-15, or Director Human Resources will act as the Appointing Authority. When the Director, HRO is not an Air Guard Officer, the Administrative Officer GS-14 (ESSO) will review the selection and sign and date the Appointing Authority block indicating concurrence or non-concurrence.

- b. If the Appointing Authority does not concur, the selection certificate and allied documents will be returned to the HRO with a memorandum clearly stating the reason(s) for disagreement.

- c. The Appointing Authority will consider Affirmative Action Goals when making a decision.

- d. If the Appointing Authority concurs with the selection he/she will so indicate and return the selection certificate to the HRO.

- e. If they do not concur, they will return all documentation to the CAO/HRO for required actions.

5-6 ACTIONS BY THE HUMAN RESOURCES OFFICE (Staffing)

- a. Notify the selected candidate by letter.
- b. Notify the non-selected candidates by letter.
- c. For currently employed technicians, coordinate a release date from the present employer.

- d. Prepare placement/promotion file.

5-7 ACTIONS BY THE GAINING UNIT.

For all currently employed technicians, the gaining unit will initiate and submit a Standard Form 52 (SF 52) to HRO to hire/promote the selected candidate. The SF 52 must arrive at HRO, ATTN: Staffing, at least two weeks prior to the desired effective date.

CHAPTER 6

EXCEPTIONS TO COMPETITIVE PROCEDURES

6-1 RECLASSIFICATION OF OCCUPIED

POSITIONS: When a classification review results in classification of an occupied non-bargaining unit position to a higher grade, the incumbent may be non-competitively promoted if the qualification requirements of the position, including time-in-grade restrictions, have been met.

6-2 REPROMOTION: An employee may be re-promoted to a grade or an intervening grade or position from which they were demoted without personal cause (without misconduct or inefficiency on the part of the employee and not at their request). For this purpose, acceptance of a lower-graded position in lieu of reduction-in-force is not a demotion at the employee's request.

6-3 TEMPORARY PROMOTIONS OF LESS

THAN 120 DAYS: Temporary promotions of 120 days or less can be excepted from competitive promotion procedures. Employees selected for non-competitive temporary promotions must meet the qualification requirements for the position. Non-competitive temporary promotions cannot be extended beyond the 120-day period. (Prior time served in detail to higher graded position or temporary promotion during the proceeding 12 months is included when computing the period). Competitive procedures must be used when the promotion will last for more than 120 days.

6-4 EXERCISE OF REEMPLOYMENT

RIGHTS: An employees exercising statutory restoration rights following military service under USERRA must be returned to a position for

which qualified at a grade equivalent to the position that the individual occupied prior to entering military service.

6-5 PROMOTION UNDER TRAINING

AGREEMENTS: An employee covered by a training agreement may be promoted without competition to the full performance grade upon completion of the required training provided that he/she was selected competitively for the trainee position and candidates were made aware that the initial selection could lead to promotion.

6-6 SELECTION FOR POSTIONS TO LOWER

GRADES: An employee selected after competition for a position graded at a level below the full performance grade of the position may be promoted without competition to the target position when full requirements are met provided that potential candidates were made aware that the initial selection would subsequently lead to promotion to the target grade.

6-7 TEMPORARY TO PERMANENT

PROMOTION: A temporary promotion may be changed to a permanent promotion without competition if the employee was competitively selected from the area of consideration required for permanent promotion, and the fact that selection might lead to permanent promotion was made known in the competitive announcement.

6-8 REASSIGNMENT: Competitive procedures do not apply to reassignment actions because there is no change to the employee's rate of basic pay.

6-9 PLACEMENT OF TECHNICIANS UNDER

GRADE RETENTION: Competitive procedures do not apply if the position is filled by placement of overgraded technicians entitled to grade retention as a result of RIF or reclassification. If more than one technician serving under grade retention is qualified for the placement, then competitive procedure will be used for filling the vacancy. The individual(s) must meet the qualification requirements of the position, and the promotion will not result in grade inversion.

6-10 DETAILS:

a. **PERMITTED DETAILS.** Noncompetitive details are authorized for up to 120 days. (Prior

time served in detail to higher graded position during the proceeding 12 months is included when computing the period). Detailed technicians do not need to meet the qualification requirements of the position and do not receive a change in pay. Details are intended to meet temporary staffing needs when the necessary services cannot be obtained by other means. The following may cause a temporary staffing need: pending official assignment, pending description and classification of a new position, pending security clearance, and completion of required training.

b. **PROHIBITED DETAILS:** Detailing technicians to other kinds of positions immediately after appointment is prohibited. A technician may not be detailed for a minimum of three (3) months after initial appointment, except in an emergency.

c. **RECORDING DETAILS:** All details will be recorded on Standard Form 52 and that form will be forwarded to the HRO for approval. Details will be recorded on the Supervisors Record of Technician Employment (NGB form 904-1) or DCPMS Supervisor's Brief, by the supervisor.

CHAPTER 7

PROMOTION RECORDS (Staffing)

7-1 PURPOSE OF RECORDS: Complete selection and promotion records are required for the following purposes:

a. To evaluate the merit promotion program.

b. To insure that promotions are being made on a fair and equitable basis.

c. To provide answers to general or specific questions regarding promotions.

7-2 REQUIRED RECORDS: Records are required on each selection/promotion action and will contain sufficient information to allow reconstruction of the promotion action. These records will be maintained for a two-year period and, as a minimum, will contain the following information and forms when applicable:

a. One copy of the position announcement.

b. The original Promotion Certificate document, with Selecting Official's signature.

c. List of all candidates' names.

7-3 PRIVACY PROTECTION. Information relating to individual placement actions or the candidate will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialists participating in Merit Placement actions will not disclose the details of their work to unauthorized persons.

CHAPTER 8

GRIEVANCES AND COMPLAINTS

8-1 GRIEVANCES. A technician who believes that proper procedures were not followed in a particular placement action, for which they applied, may present a grievance under applicable grievance procedures. A grievance will not be considered when it is based solely upon non-selection.

8-2 DISCRIMINATION COMPLAINTS. Allegations of discrimination because of race, color, religion, sex, age, non-disqualifying handicap, or national origin made during any phase of the selection process will be considered under the Massachusetts National Guard Equal Opportunity Program.

8-3 OTHER. Other complaints or inquiries, including those made by non-technician applicants, should be directed to the Director, HRO. All such inquiries will be considered and every effort made to resolve such complaints.

CHAPTER 9

KEY STAFF POSITIONS

9-1 PURPOSE. This chapter establishes merit placement policy and procedures for key staff positions in the Massachusetts National Guard.

9-2 POLICY.

Key staff positions are so deemed by The Adjutant General because of their criticality, sensitivity, special importance, unique

requirements or any combination thereof. These positions include, but are not limited to, those positions at GS-12 and higher of the General Schedule and grades WS-15 and higher of the Wage Schedule; less those that are presently bargaining unit positions so graded. These positions may be filled non-competitively. All key staff positions will be filled by the best-qualified individual available based on merit and job related factors and job related military requirements. Selection will be made without discrimination for reasons such as race, color, religion, sex, ethnic background, age handicap, marital status or membership status in employee or professional organizations; except those cases in which physical requirements or gender preclude the individual from satisfying military qualifications.

g. Evaluation of candidates and selection will be documented using HRO Form 1-12, Referral and Selection Certificate. Upon selection of a candidate, the Selecting Official (if one has been appointed) and The Adjutant General will authenticate the HRO Form 1-12 and forward it with all supporting documentation to the Director, Human Resources.

9-3 PROCEDURES.

a. Will comply with the procedures outlined in NGB/HR letter dated 3 August 2001, Subject: Key Staff Positions.

b. When a key staff position vacancy occurs, The Adjutant General will direct the Director, Human Resources to either advertise the position or to provide a list of all best qualified candidates eligible for placement into the position.

c. If the position is to be advertised The Adjutant General will specify the area of consideration, compatible military grade and specialty, and closing date of the advertisement. Advertised positions will be filled using standard merit placement procedures.

d. If a list is to be provided, the list will include all eligible candidates presently employed and those absent because of military tour, on reemployment lists, etc.

e. Upon receipt of a candidate list, The Adjutant General will either select a candidate or appoint a Selecting Official to do the selection.

f. The Adjutant General will establish evaluation and selection criteria. As a minimum, these criteria will include consideration of affirmative action goals, and candidate knowledge, skills and abilities, military and civilian background and education, potential and other desirable traits.

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last name		First and middle names	5 Social Security Number
6 Mailing address			7 Phone numbers (include area code) Daytime Evening
City	State	ZIP Code	

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.				
1) Job title (if Federal, include series and grade)				
From (MM/YY)	To (MM/YY)	Salary \$	Per	Hours per week
Employer's name and address				Supervisor's name and phone number
Describe your accomplishments				
2) Job title (if Federal, include series and grade)				
From (MM/YY)	To (MM/YY)	Salary \$	Per	Hours per week
Employer's name and address				Supervisor's name and phone number

GENERAL INFORMATION

Optional Form 612 (September 1994) (EG)
U.S. Office of Personnel Management

You may apply for most Federal jobs with a resume, the attached Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at **912-757-3000**, **TDD 912-744-2299**, by computer modem **912-757-3100**, or via the Internet at <http://www.usajobs.opm.gov>.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference.
- To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees). Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact that office.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Appendix A

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

We may give information from your records to: training facilities, organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private

organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching, spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures. We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

Send your application to the agency announcing the vacancy.

9 May we contact your current supervisor?

YES ☐ NO ☐ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

1) Name			Total Credits Earned		Major(s)	Degree - (if any)	Year Received
					Semester	Quarter	
City	State	Zip Code	Semester	Quarter			
2)							
3)			Semester	Quarter			

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen? YES ☐ NO ☐ Give the country of your citizenship: _____

15 Do you claim veterans' preference? NO ☐ YES ☐ Mark your claim of 5 or 10 points below.

5 points ☐ Attach your DD 214 or other proof. 10 points ☐ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO ☐ YES ☐

For highest civilian grade give: Series _____ Grade _____ From (MM/YY) _____ To (MM/YY) _____

17 Are you eligible for reinstatement based on career or career-conditional Federal status? NO ☐ YES ☐ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I **understand** that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____

Appendix B

MASS NATIONAL GUARD SUPPLEMENTAL QUESTIONNAIRE FOR TECHNICIAN VACANCY											
Technician Employment Bulletin No.		Position Title And Grade		Military Organization / Location							
NAME	TECHNICIAN EMPLOYMENT BULLETIN NUMBER	VACANCY TITLE, GRADE & LOCATION									
INSTRUCTIONS: Please enter below all of the Knowledge, Skills and Abilities (KSAs) identified on the back of the Technician Employment Bulletin (TEB). After You have entered the KSAs for the position, you must explain, in detail, how you gained the experience for each KSA. Experience may have been paid or unpaid, part or full-time, civilian or Military, Schools or Hobbies. Use Blank Sheets if you need more space.		FROM: _____ First Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____									
For each KSA, the type of supervision under which you worked: 1 Close 2 General 3 Work Independently		Present Military Grade Present MOS/AFSC		Unit Location Unit UIC Paragraph / Line No							
Examples of Work Performed or training related to the Job Present Technician Title & Grade											
Name of Technician / AGR supervisor #1 (From back of TEB enter KSA #1 and give examples of the duties you performed to gain this experience)		CHECK EACH STATEMENT: <input type="checkbox"/> I do <input type="checkbox"/> I do not		Type of Supervision <table border="1" style="width: 100%; text-align: center;"> <tr> <th>1</th> <th>2</th> <th>3</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
1.		<input type="checkbox"/> I am Willing to accept a military grade adjustment <input type="checkbox"/> I am not									
The National Guard is authorized under PL 32 USC 709 to use the information you put on this form in applying for employment in the Massachusetts National Guard Technician Program to determine your desire for a personal interview or military grade adjustment and to inform you of your selection or non-selection. Failure to submit this information may result in your being ineligible for this position.											
***** DO NOT WRITE BELOW THIS LINE: HUMAN RESOURCES MANAGEMENT OFFICE ONLY *****											
Receipt is acknowledged of your application: KSA #2 (From back of TEB enter KSA #2 and give examples of the duties you performed to gain this experience)		<input type="checkbox"/> INELIGIBLE Type of Supervision <table border="1" style="width: 100%; text-align: center;"> <tr> <th>1</th> <th>2</th> <th>3</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>				1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
2.		<input type="checkbox"/> You have been selected for appointment, promotion and will be advised of when and where to report for your new assignment and of the effective date. ARNG NOTE: Your appointment is contingent upon successful completion of a Pre-employment Physical. <input type="checkbox"/> You were rated and referred to in the "Best Qualified" category, however, another individual was selected from this list. <input type="checkbox"/> You were evaluated as qualified for the position, but not rated in the "Best Qualified" category. <input type="checkbox"/> Position vacancy rescinded - application returned without action. <input type="checkbox"/> _____ was selected for the position.									
DATE: _____ HRO Form 1-2 1 October 2003		FOR THE APPOINTING OFFICER (Signature) _____ (FORM MAY BE LOCALLY REPRODUCED)									

HRO Form 1-1 EF-V2.2
1 October 2003

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Appendix D

	Type of Supervision		
KSA #3 (From back of TEB enter KSA #3 and give examples of the duties you performed to gain this experience)	1	2	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			
	Type of Supervision		
KSA #4 (From back of TEB enter KSA #4 and give examples of the duties you performed to gain this experience)	1	2	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			
	Type of Supervision		
KSA #5 (From back of TEB enter KSA #5 and give examples of the duties you performed to gain this experience)	1	2	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.			
HRO Form 1-2 1 October 2003			
(FORM MAY BE LOCALLY REPRODUCED)			

Standard Form 181 (Rev. 5-82)
U.S. Office of Personnel Management
FPM Supplement 298-1

RACE AND NATIONAL ORIGIN IDENTIFICATION

(Please read the instructions and privacy act statement)

Appendix D

Agency Use Only	Name (Last, First, Middle Initial)	Social Security Number	Birth date (Month & Year)
-----------------	------------------------------------	------------------------	---------------------------

Privacy Act Statement

You are requested to furnish this information under the authority of 42 U.S.C. § 2000e-16, which requires that federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with department of commerce directive 15, "Race and ethnic standards for federal statistics and administrative reporting."

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

Your furnishing this information is voluntary. Your failure to do so will have no effect on you or your federal employment. If you fail to provide the information, however, then the employing agency will attempt to identify your race and national origin by visual perception.

You are requested to furnish your social security number (SSN) under the authority of executive order 9397 (November 22, 1943). That order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this form can be used solely for that purpose. Your furnishing of your SSN is voluntary and failure to furnish it will have no affect on you; failure to provide it, however, may result in it being obtained from other agency sources

Specific Instructions: The Categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely identify yourself. Place an "X" in the box next to the appropriate category. NOTE: mark only **ONE** Box.

Name of Category (Mark ONE only)	Definition of category
A <input type="checkbox"/> American Indian or Alaskan Native B <input type="checkbox"/> Asian or Pacific Islander C <input type="checkbox"/> Black, not of Hispanic origin D <input type="checkbox"/> Hispanic E <input type="checkbox"/> White, not of Hispanic origin	<p>Categories for Use in All Jurisdictions except Hawaii* and Puerto Rico</p> <p>A person having origins in any of the original peoples of North America, And who maintains cultural identification though community recognition or tribal affiliation.</p> <p>A person having origins in any of the original peoples of the far east, southeast Asia, the Indian subcontinent, or the pacific islands. The area includes, for example, china, India, Japan, Korea, the Philippine islands, and Samoa.</p> <p>A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, central or south American, or other Spanish cultures or origins. (See Hispanic)</p> <p>A person of Mexican, Puerto Rican, Cuban, central or south American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.</p> <p>A person having origins in any of the original peoples of Europe, north Africa, or the middle east. Does not include persons of Mexican, Puerto Rican, Cuban, central or south American, or other Spanish cultures or origins (See Hispanic). Also includes persons not included in other categories.</p>
D <input type="checkbox"/> Hispanic Y <input type="checkbox"/> Not Hispanic in Puerto Rico	<p>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico. Does not include persons of Portuguese culture or origin.</p> <p>A person not of Mexican, Puerto Rican, Cuban, central or south American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.</p>

Appendix E

REFERRAL AND SELECTION CERTIFICATE		TEB NUMBER	DATE ISSUED	SUSPENSE DATE												
ISSUED TO:	UNIT	NAME OF CHAIRPERSON														
		PANEL CHAIR														
FOR THE FOLLOWING POSITION ONLY	SF 52 NUMBER AND DATE	POSITION TITLE, SERIES, AND GRADE:		POSITION NUMBER												
AREA OF CONSIDERATION	FOR ADDITIONAL INFORMATION OR ASSISTANCE CALL: JOSHUA GOODRICH, 1LT, PERS STAFFING SPEC, DSN 256-6642, COMM 508-233-6642															
REMARKS ARE REQUIRED: Please add comments below or indicate comments in memorandum format.																
DATES AND SIGNATURES:																
PANEL CHAIRPERSON		APPROVING OFFICIAL		APPOINTING AUTHORITY												
INFORMATION ON THE REVERSE AND ATTACHED TO THIS CERTIFICATE MUST NOT BE SHOWN TO, DISCUSSED WITH, OR DIVULGED TO ANY UNAUTHORIZED OR ELIGIBLE PERSON. THE CERTIFICATE AND ATTACHMENTS MUST BE HAND CARRIED OR MAILED IN A SEALED ENVELOPE.																
<p>INSTRUCTIONS TO SUPERVISOR</p> <ol style="list-style-type: none"> <u>CONSIDER ELIGIBLE</u>. You are required to give all eligible equitable consideration, evaluating the information provided during the panel proceedings. You may contact employees' supervisors to obtain additional information, if an employee declines interview or position offer, have him/her complete a statement of declination and return it with this form. <u>SELECT CANDIDATE</u>. Select the candidate who, in your judgment, is best qualified for your position. <u>COMPLETE ACTION BY SUSPENSE DATE</u>. Every effort should be made to complete your selection promptly and, in any event, by the suspense date, when extenuating circumstances create an unavoidable delay, contact your personnel-staffing specialist to determine whether an extension can be granted. <u>REPORT YOUR SELECTION</u>. Complete the "supervisors action" columns using these symbols: <table border="0"> <tr> <td>"INTERVIEWED COLUMN"</td> <td>"DECISION COLUMN"</td> <td>"QUALIFICATION COLUMN"</td> </tr> <tr> <td>I = Interviewed</td> <td>S = Selected</td> <td>BQ = Best Qualified</td> </tr> <tr> <td>DI = Declined Interview</td> <td>D= Declined</td> <td>Q = Qualified</td> </tr> <tr> <td></td> <td>NS = Not Selected</td> <td></td> </tr> </table> <u>SIGN AND DATE</u>. Panel chairperson sign and date the certificate and forward it in enclosed envelope to the approving official. <u>APPROVING OFFICIAL</u> sign and date and forward to appointing authority. 					"INTERVIEWED COLUMN"	"DECISION COLUMN"	"QUALIFICATION COLUMN"	I = Interviewed	S = Selected	BQ = Best Qualified	DI = Declined Interview	D= Declined	Q = Qualified		NS = Not Selected	
"INTERVIEWED COLUMN"	"DECISION COLUMN"	"QUALIFICATION COLUMN"														
I = Interviewed	S = Selected	BQ = Best Qualified														
DI = Declined Interview	D= Declined	Q = Qualified														
	NS = Not Selected															

HRO FORM 1-12
1 October 2003

Appendix E

REFERRAL AND SELECTION CERTIFICATE				TEB Number			
Eligible's name, present title, series, grade and employment organization; listed alphabetically.	Incentive awards	Supervisors appraisal	Supervisors appraisal for potential	Supervisors Action			
				Interview	Dec.	Qual level	Points

HRO Form 1-12
1 October 2003

GLOSSARY

DEFINITIONS

Appointing Authority The Adjutant General is the Appointing Authority for the Massachusetts National Guard. He may delegate this authority to the Chief of Staff (ARNG), Executive Support Staff Officer (ESSO) or Director, Human Resources (Army/Air).

Approving Official

a. The Air/Detachment Commanders are the Approving Official for the ANG.

b. The Supervisory Logistics Management Specialist is the Approving Official for the USPFO.

c. The Chief of Staff is the Approving Official for non-bargaining unit positions in HQ, MA ARNG.

d. The Administrative Officer, Sub-major Command is the Approving Official for non-bargaining unit positions in subordinate units.

Area of Consideration

Identifies who is eligible to apply for positions. The area of consideration should be broad enough to ensure that qualified applicants are eligible to apply, and not restricted to such an extent that eligible candidates are excluded.

Competitive Technician A person employed under 32 U.S.C. 709 who is not required to have military

membership as a condition of employment.

Detail A detail is the temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. There is no formal position change; officially the employee continues to hold the position from which detailed and keeps the same status and pay. Employees do not need to meet qualification standards in order to be detailed.

Evaluation of Candidates

The process of assessing an applicant's eligibility for a position and the degree to which they possess the military qualification, knowledge, skills, abilities, personal characteristics and potential needed for successful performance in the position.

Eligible Candidates Those candidates who meet the minimum qualification standards for the position including any appropriate selective placement factors. These selective placement factors include such things as enlisted/officer positions, competitive/excepted status, military unit of assignment, etc. and must be taken into consideration when applicable.

Equal Opportunity

Selection for promotion or placement will be made from among the best qualified candidates without regard to race, color, religion, national origin, sex (except positions excluded by military position),

marital status, age, non-disqualifying physical handicap, lawful political affiliation, membership in labor organization, personal favoritism, or patronage. When it appears that a selected supervisor has failed to adhere fully to the principles of equal opportunity, selection authority may be withdrawn by the Adjutant General and assigned to a higher supervisory level pending results of an appropriate inquiry.

Identifying Qualified Candidates

The process of evaluating an applicant's knowledge, skills, abilities, and experience against job-related criteria to determine whether the applicant's qualifications equal or exceed the minimum qualifications.

Job Related Criteria The combination of factors deemed critical for successful performance in a specific position (or group of positions analyzed as having identical important factors). The criteria includes all knowledge, skills, and abilities that meet job and performance analysis requirements for the position.

Military Technician A person employed under 32 U.S.C. 709 who must also hold a military position as a condition of employment.

Non-Bargaining Unit Positions

Based on 5 U.S.C. 7112, certain positions are excluded from the bargaining unit. These are the exclusions:

- ☐ Supervisors/Management officials

- ❑ Employees engaged in personnel work (other than clerical)
- ❑ Employees working in a confidential capacity for officials who formulate general labor relations policy.
- ❑ Employees engaged in intelligence, or security work affecting national security.
- ❑ Employees investigating or auditing work or conduct of other agency employees.
- ❑ Professional employees unless a majority of the professionals vote for inclusion.

Position Change A

promotion, reassignment, or demotion. A position change by any of these methods may also involve a change in official duty station.

Promotion To a higher grade when both the old and the new positions are under the General Schedule.

From one grade to a higher grade under the same typed wage schedule.

From a job or grade under a wage schedule to a job or grade with a higher representative rate under a different wage or General Schedule.

From a position under the General Schedule to a job or grade with a higher representative rate under a wage schedule.

*Note: The representative rate for FWS positions is step 2 of the grade. The representative rate for GS positions is step 4 of the grade.

Reassignment A change of an employee, while serving

continuously within the same agency, from one position to another without promotion or demotion.

a. Voluntary Reassignment. When an employee meets the qualifications for a position at the same grade outside of immediate work center and has management approval to move to the new position.

b. Management Directed Reassignment. When management reassigns an employee to another position in order to fulfill management's needs for the employee's skills elsewhere; action taken to avoid a RIF; or to eliminate disruption or conflict that affects work relationships.

Selecting Official The immediate supervisor of the vacant position. The Selecting Official makes the initial recommendation for filling/not filling the position

Target Grade The full performance grade of the position.

Temporary Promotion A temporary promotion is the temporary assignment of an employee to a higher graded position for a specified period of time, with the employee returning to his/her permanent position upon the expiration of the temporary action. In order for an employee to be temporarily promoted, he/she must meet the same qualification requirements that are necessary for a permanent promotion. The temporarily promoted employee receives the higher graded salary for the period assigned and

gains quality experience and time-in-grade at the higher-grade level.